

BOARD OF COUNTY COMMISSIONERS



TRAVEL POLICY

Effective April 27, 2010

Travel Policy of the Camden County Board of Commissioners

I. Purpose

The intent of this policy is to make uniform provisions for the necessary expenses of County employees or officials who are required to travel in the performance of their duties and in the interest of the County. Travel expenses must have a public purpose and serve the interest of the citizens.

II. General

Camden County recognizes that employees and officials are required to travel within and outside the State of Georgia for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government. However, travel is contingent upon the availability of funds in the departmental budget.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring the expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, delays or luxury accommodations and services unnecessary, unjustified and solely for the convenience or personal preference of the traveler in the performance of official County business are highly discouraged.

III. Transportation

A. County Vehicles – General

1. County vehicles may not be operated by anyone other than a county employee.
2. An operator of any county vehicle must possess a current valid driver's license that meets the classification for the vehicle being driven. It is further required that the operator report any occurrence affecting his or her driving record or the validity of his or her license to the department head prior to scheduling a vehicle.
3. County vehicles must be used when available in lieu of personal automobiles. Department heads may authorize the use of a personal vehicle for county business travel when a county vehicle is not available or deemed not to be in the

best interest of the County. Mileage reimbursement to the employee when a county vehicle is available will be paid at 60% of the current IRS reimbursement rate.

4. Private citizens and family members of the government employee may not ride in a county vehicle unless the individual is on official business. The driver will be held personally liable for any injury or other incident sustained by an unauthorized passenger.
5. The County Administration Office has a vehicle that may be used by advanced request. Commissioners' travel plans will take priority for use of administrative vehicles.
6. Departments should use departmental vehicles as available and appropriate for daily driving as well.
7. Expenses for gas and oil should be paid for by the Bank of America Visa and receipts turned in according to the Purchasing Card Policy. If receipts are not available, such as for tolls or parking, a detailed explanation on department letterhead, signed by the department head must be submitted. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.
8. Mileage for use of a personal vehicle will be paid/reimbursed at the current federal (IRS) rate for a round trip from the Camden County Courthouse to the official business site. Mileage will be compared to a computer website, such as "Map Quest," for the least number of miles. "In and around mileage" while doing business at the travel location must be explained on the travel form. Such incidental mileage may be reimbursed but will not be advanced. No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.
9. Individuals on travel from the same department or to a related function should travel in one (1) vehicle. If it is not possible to share a vehicle, an explanation must be provided on the Travel Form.

B. Assigned Vehicles

1. Certain individuals are authorized assigned vehicles on a 24 hour basis for official government use, including transportation to and from their place of residence.
2. Personal use of assigned vehicles is not authorized, except that incidental use such as stopping at a store, cleaners, or other similar activity en route to or from work or other place of official business is permitted.
3. All provisions of Paragraphs B, C & D shall apply to the use of 24 hour assigned vehicles.

C. Responsibilities and Liabilities

1. The driver of a county vehicle will be responsible for payment of the County's insurance deductible if an accident is determined to be their fault. The liability for the entire loss may be placed on the employee if there is a finding of severe

- negligence or inappropriate behavior.
2. Damage to a County vehicle while the employee is operating under the influence of illegal drugs, alcohol or other substance will be the full responsibility of the employee. Other provisions of the County Personnel Policy will also apply.
 3. Any driver of any County vehicle who is involved in an accident, regardless of injury or lack thereof, who is at fault, or the circumstances, must be screened for drugs and other illegal substances within 24 hours. Failure to be screened will result in disciplinary actions under the County Personnel Policy.
 4. Giving false or inaccurate information is punishable by OCGA 16-10-20.

IV. Lodging

- A. Government rate must be requested on all official travel. If the Government Rate is not the lowest rate, the lowest rate must be taken. The employee is responsible for obtaining and presenting tax-exempt forms to the hotel or motel at check-in. Georgia Hotel/Motel Tax and Georgia Sales Tax are not reimbursable. Forms can be obtained from department administrative designee, Accounts Payable or from Purchasing.
- B. Expenses will be paid for the actual cost of the lodging. The Bank of America Visa should be used to reserve the lodging as well as presented to the hotel staff to pay for incurred charges noted in this policy. Detailed receipts must be submitted upon return.
- C. Lodging receipts must be presented to the department administrative personnel upon return from travel. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.
- D. Lodging is not provided if the county business is less than 100 miles from the Camden County Courthouse. Department heads may authorize exceptions. Such exception should be noted on the Travel Form.
- E. Lodging reservations should be made well in advance in order to obtain the most economical rates.
- F. Sharing rooms is recommended when feasible for individuals on travel from the same department or for a related function. Names of those sharing rooms should be noted on the Travel Form.

V. Meals

- A. The cost of meals will be paid/reimbursed based on the per diem rates established in this Travel Policy, provided the meals are listed on the Travel Form and a detailed receipt of what was consumed is attached. If meals are provided at the function being attended, the employee must take advantage of the meal(s). If the employee chooses to get a meal elsewhere when a meal is provided, the employee must use

personal funds for the purchase. If the employee uses the Bank of America card for an unauthorized meal purchase, the County reserves the right to be reimbursed by the employee.

- B. The Bank of America Visa should be used to pay for all meals while traveling on official county business. The **detailed receipt** must be turned in upon return along with the charge slip.
- C. Per Diem Allowance: Individuals are entitled to breakfast per diem if departure is prior to 6:30 a.m., lunch per diem if departure is prior to 11:00 a.m. and dinner per diem if return is later than 7:00 p.m. Rates for meals are listed below and suggested tips are noted to the side:

Breakfast: \$7.00 + \$2.00 tip

Lunch: \$10.00 + \$2.00 tip

Dinner: \$15.00 + \$3.00 tip

- D. When not dining at a restaurant, tips **must not** be figured in daily per diem allowance.
- E. Only costs for travel in larger cities will be considered for reimbursement. Costs incurred over the per diem allowance requested for reimbursement must have detailed receipts presented for consideration.
- F. Prisoners being transported by a Sheriff's Officer are eligible for the per diem allowance.
- G. Guests, including, but not limited to, representatives, dignitaries and their official party may be entertained, when approved by County Administrator, as necessary for official county business.
- H. All detailed receipts must be turned in to the department administrative personnel immediately upon returning. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.

VI. Registration Fees

Registration fees must be paid in advance when there is a discount for early registration. Fees charged for registration at any convention, seminar, school or association meetings are to be charged to the Bank of America Visa unless credit cards are not accepted.

VII. Telephone Charges

Telephone charges are approved for official county business calls only. Telephone charges must be itemized on lodging receipts and are subject to verification of the official nature. Any County employee who is assigned a County cell phone should use that in place of the hotel phone or pay phone.

VII. Travel with Others

When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles.

IX. Procedures for Travel Form/Reimbursement Request

- A. Each department head shall be responsible for ensuring that the claims for travel are reasonable, accurate and for county business only. Any expenses found to be in violation will be subject to disciplinary action as allowed by the Personnel Policy.
- B. If travel claims exceed established limits, a written explanation on department letterhead must be attached to Travel Form/Check Request Form.
- C. All original, detailed receipts, ticket stubs and vendor documentation to support the charges must be attached to the forms. Each receipt should be initialed and coded to ensure accurate budget distribution. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.
- D. In the event of cancellation, the individual is responsible to ensure cancellation of his or her own lodging and refund of registration fees, and for any cost for failure to do so.
- E. Any violation of these procedures may be sufficient to prevent an individual from any future travel.

CAMDEN COUNTY TRAVEL FORM

NAME: _____ DEPARTMENT: _____

PROPOSED ITINERARY: Departure Date/Time: _____ Return Date/Time: _____

ACTUAL ITINERARY: Departure Date/Time: _____ Return Date/Time: _____

NATURE OF BUSINESS: (In Detail) _____

(Note: Attach course schedule, registration information, etc.)

TRAVEL DESTINATION: _____

Within 100 miles and lodging requested? Yes ____ No ____ If Yes, attach explanation.

Within 200 mile and airfare requested? Yes ____ No ____ If Yes, attach explanation.

CALCULATION:	ESTIMATED (Department)	ACTUAL (Employee)	AUDIT (Finance)
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A. Plane Fare.....	_____	_____	_____
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B. Private Auto (____/mi).....	_____	_____	_____
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C. Fuel for County Vehicle..... (Attach detailed receipts)	_____	_____	_____
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D. Lodging (Detailed Receipts).....	_____	_____	_____
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E. Meals and Incidentals ____ day(s).... (DETAILED RECEIPTS ATTACHED) Per diem includes total meal cost (including tip) and other incidentals	_____	_____	_____
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F. Taxi/Parking/Rental Vehicle..... (Attach receipts/confirmation)	_____	_____	_____
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G. Miscellaneous (Registration, books, training products)	_____	_____	_____
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TOTAL EXPENSES:	_____	_____	_____
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ADVANCED TRAVEL PAY:	_____	_____	_____
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TOTAL DUE (COUNTY)/EMPLOYEE _____

EMPLOYEE SIGN BELOW ONLY IF FUNDS ARE RECEIVED

EMPLOYEE SIGNATURE _____ DATE

APPROVAL SIGNATURE _____ DATE

The above expenses were incurred when and as indicated above, in compliance with the travel policies. This form must be returned to Finance within seven days of travel completion, with required signatures, copies of course schedules, maps and DETAILED RECEIPTS.

LAST 4 DIGITS OF CARD NUMBER _____

ACCOUNT(S) TO BE EXPENSED _____